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SECTION VIII – PROPOSAL FORMAT

A. INTRODUCTION

This section prescribes the mandatory proposal format, content, and submission sequence. Submitted Proposals must describe the Qualified Business Partner's (QBP's) qualifications and expertise in the format outlined in this Request for Proposal (RFP). A Final Proposal under this RFP will not be considered complete unless it contains all of the items described below. A Final Proposal that is not submitted in complete form to the California Public Employees' Retirement System (CalPERS) by the final filing date and time identified in the Schedule of Events may be rejected.

B. CONCEPTUAL PROPOSAL

The Conceptual Proposal must contain a specific description of the QBP's conceptual approach to meeting the requirements of the RFP. It must provide sufficient detail to allow the California Public Employees Retirement System (CalPERS) to determine if the QBP understands the CalPERS business needs and requirements as defined in this RFP.

CalPERS suggests that the QBP submits seventeen (17) copies of the Conceptual Proposal and that it be organized as follows:

- | | |
|-------|---|
| Tab 1 | A conceptual discussion must be included containing a description of the QBP's approach to the project, including an overview of how it proposes to meet the objectives stated in Section IV – Business Model, Section V – Administrative and Technical Requirements, and Section VI - Business Requirements in concept (do not include a detailed response to each business requirement at this time). |
| Tab 2 | A high-level application data flow diagram showing major functions and interrelationships among those functions and a description of the proposed technical architecture including supporting diagrams and materials as appropriate. |
| Tab 3 | An Implementation Timeline. |
| Tab 4 | A discussion of the strategic implications of the proposed solution. |
| Tab 5 | Identification of potential problems, unclear requirements, or requirements that could result in much higher costs in Section IV – Concept of Operations: Business and Technical, Section V - Administrative and Technical Requirements, and Section VI - Business Requirements identified by section and Proposal Item or business requirement number. |



Tab 6 An estimated range of cost for proposed Concept based on the following cost range:

High	> \$200 million
Medium	>\$100 million and < \$200 million
Low	< \$100 million

C. FINAL PROPOSAL SUBMISSION INSTRUCTIONS

- Submit a total of twenty-four (24) copies of Volumes I and III. Clearly label the cover page of each volume with your QBP identifier and number each copy (i.e., QBP 1, Copy 1 of 24).

Two (2) copies must be placed in loose-leaf, three-ringed binders and submitted as follows:

- (a) One copy containing original signatures must be marked "**Master Copy**", and
- (b) The second copy must be marked "**Copy for Reproduction**" and formatted as follows:
 - (i) Text printed on one side only (i.e., no back-to-back pages);
 - (ii) Pages with proprietary information removed; and,
 - (iii) A cover sheet listing the firm's name, the total number of pages, and identification of which page(s) has (have) been removed due to proprietary information.

The remaining twenty-two (22) copies of Volume I and III must be **bound** and organized in a manner to facilitate ease of review by evaluators.

- Submit four (4) copies of Volume II.
- Submit seven (7) copies of Volume IV.
- Submit two (2) CD-ROM copies of the complete proposal (Volumes I and IV).
- Submit three (3) copies of the financial data requested in Proposal Item 9, and place in a separate, sealed envelope in the Proposal package. Clearly label the envelope as "**FINANCIAL DATA FOR RFP NO. 2004-3494, submitted by (YOUR COMPANY NAME)**".



- Submit twenty-four (24) copies of the Cost Proposal, and place in a separate, sealed envelope in the Proposal package. Clearly label the envelope as **"COST PROPOSAL FOR RFP NO. 2004-3494, submitted by (YOUR COMPANY NAME)"**. Submit two (2) CD-ROM copies of Volume III in a separate, sealed Cost Proposal envelope.
- All submissions must be sealed and clearly marked on the outside as **"RESPONSE TO REQUEST FOR PROPOSAL NO. 2004-3494, DO NOT OPEN"**. Each phase of submission must be submitted according to the date and time specified in the Schedule of Events and must be labeled appropriately for the document being submitted (i.e., "Conceptual", "Initial Draft", "Final Draft", or "Final").
- Failure to clearly identify the Proposal on the outside of the package may result in the rejection of the Proposal. CalPERS is not responsible for receipt of any Proposal which is improperly labeled and accepts no responsibility for lost and/or late delivery of Proposals.
- The Final Proposal package must be received in W1570 no later than the date and time identified in the Schedule of Events and must be addressed as follows:

Contracts Administrator
California Public Employees' Retirement System
Lincoln Plaza West
400 Q Street, Room W1570
Sacramento, CA 95814

All Proposal packages will be date and time-stamped upon receipt in Room W1570. Proposals received in Room W1570 after the final filing date and time will not be considered.

U.S. Mail: Proposal packages delivered via the United States Postal Service WILL NOT be delivered directly to the above street address. Instead, it will be processed as bulk mail and held at a local post office for CalPERS to pick up.

Please allow sufficient time for the mailing/delivery processes mentioned above to ensure that the Proposal package will arrive in Room W1570 by the final filing date and time.

- Prior to the final filing date, a QBP may withdraw a Final Proposal already submitted to CalPERS in order to correct, modify, or complete it. The Final Proposal may be withdrawn by written notification to CalPERS Contracts Administrator, signed by an authorized agent. The Final Proposal may thereafter be resubmitted, but not after the filing date and time identified in the Schedule of Events.
- Upon submission, all Final Proposals become the property of CalPERS and are subject to public inspection. If the QBP seeks to exempt certain pages or items



from public inspection, the QBP must clearly mark them as “PROPRIETARY INFORMATION”. CalPERS will use reasonable efforts to exempt such pages or items from public disclosure, but makes no representations or warranties that such efforts will be successful. **Please note that the entire Proposal cannot be considered proprietary information.**

- Except as specifically requested by CalPERS, submission of a Proposal or any portion thereof via facsimile transmission, electronic, or magnetic media is not allowed. CalPERS will not accept or consider any Proposal material submitted in this manner.
- CalPERS may reject all Final Proposals if, based on its exclusive discretion, the Proposals do not meet CalPERS need or all contain material deviations.
- Only one Final Proposal from an individual, firm, partnership, corporation or combination, will be considered. Multiple Final Proposals submitted by a QBP under more than one name will be cause for rejection of all Proposals submitted by the QBP.

D. INITIAL DRAFT AND FINAL DRAFT PROPOSALS

The Initial Draft Proposal is considered to expand on the Conceptual Proposal with detailed response to all business requirements as well as a detailed description of the proposed technology, architecture, and response to all administrative and technical requirements.

The Final Draft Proposal is considered to be “near final” where the proposal is complete with the exception of the detail cost data. It is expected that little or no changes will be required to the responses to the administrative, business, or technology requirements unless there have been questions raised during confidential discussions that require changes, or an addendum has changed a requirement.

Submit the Initial Draft and Final Draft Proposals according to the submission instructions provided in Section VIII.C with the following exceptions:

- Submit a total of twenty (20) copies of Volumes I and III. Clearly label the cover page of each volume with your QBP identifier and number each copy (i.e., QBP 1, Copy 1 of 20).

One (1) copy must be unbound, (i.e., no binder covers, comb bindings, etc.), marked as “**Copy for Reproduction**” and submitted as follows:

- (a) No divider sheets or tabs
- (b) Text printed on one side only (i.e., no back-to-back pages)

The remaining nineteen (19) copies must be **bound** and organized in a manner to facilitate ease of review by evaluators.



Final Proposal format and required contents of each volume can be found in Section VIII.E. Cost tables with all entries except actual dollar figures must be provided. **Cost figures must be replaced with "XXXX".** Any product supporting literature containing costs or rates (such as catalogs, maintenance service rates, etc.) submitted as part of the Initial or Final Draft Proposals must have all cost figures replaced with "XXXX" or redacted.

Note: Cost information must not be included with the Initial or Final Draft Proposal. Inclusion of cost information may be the basis for disqualification from further participation in the procurement process.

E. FINAL PROPOSAL FORMAT AND CONTENT

The Final Proposal must be separated into volumes and sections, page numbered, with tabs for each volume and section, be submitted in the number of copies indicated, and include the following items:

Volume I - Response to Requirements

The organization and structure of this volume must be as follows:

Section 1: Cover Letter

The cover letter must be submitted in response to Section V.B.1 (Proposal Item 1).

Section 2: Executive Summary

The Executive Summary must be prepared summarizing the QBP's response and include the following items:

- (a) Company background and qualifications (include all subcontractors);
- (b) A discussion that demonstrates that the QBP understands the nature and purpose of this RFP; CalPERS objectives, environment, and business needs.
- (c) A summary discussion and diagram(s), if appropriate, of the proposed solution, documentation of QBP's assumptions and a description showing that the solution meets all aspects of the requirements;
- (d) An overview of the proposed system architecture, operating system, and application software and a detailed description of the benefits that can be expected by implementing the proposed solution and how those benefits can be quantified; and,
- (e) The QBP's description of CalPERS precise role and responsibilities in the proposed project.

**Section 3: Response to Administrative and Technical Requirements (Section V)**

The Proposal must include sufficient documentation to assure CalPERS of the QBP's capability to perform the work and the quality of its work. As specified by Section V of the RFP, all required documentation responding to requirements must be included with the proposal (e.g., all forms, charts, matrices, plans, and narrative responses to requirements in Section V must be completed and included in this section of the RFP response volume.)

Section V – Administrative and Technical Requirements is being provided to QBPs in electronic format only to facilitate QBP response. The requirements in Section V are not to be altered by the QBP. In the event there is a discrepancy between the QBP's and CalPERS statement of the requirement, CalPERS statement of the requirement takes precedence. The Section V response must include the following subsections:

- (a) Administrative – Business Qualifications (Section V.B);
- (b) Project Activities and Plans (Section V.C);
- (c) Project Staffing and Organization (Section V.E);
- (d) Project Work Standards (Section V.F); and,
- (e) Technical Requirements (Section V.G and V.H).

Section 4: Response to Business Requirements (Section VI)

Exhibit VI.1 Business Requirements is also being provided to QBPs in electronic format to facilitate QBP response. The requirements in Section VI are not to be altered by the QBP. The QBP's response must include a response to each business requirement listed in Exhibit VI.1. The information requested must be provided in the format prescribed in Section VI.B. In the event there is a discrepancy between the QBP's and CalPERS statement of the requirement, CalPERS statement of the requirement takes precedence. Should a conflict arise between the hard copy and electronic versions of the business requirements response, the hard copy will take precedence.

Volume II - Literature

This volume will contain all technical and other reference literature necessary to support the responses to the requirements of this RFP (i.e., product "glossy" brochures, equipment technical specification brochures, technical or user manuals that may be advertised in response to the requirements, and other advertising materials). The literature must be tabbed, page numbered, indexed and properly annotated so CalPERS can readily verify compliance with the stated requirements. Any reference to cost figures in the literature must be replaced with "XXXX". If the documentation is inadequate or supporting information is difficult to find to support the QBP's responses to specific functionality or requirements, the QBP may be required to demonstrate compliance with the requirements. References in the requirement response to the product literature must



be precise indicating the page and paragraph where the information can be found (e.g., a reference indicating product documentation "Volume 2, Section 4" is not in sufficient detail; specific page numbers and paragraph numbers should be included).

Volume III - Cost Proposal

This volume MUST be sealed separately and contain all completed cost tables from Section VII – Cost Tables.

The organization and structure of this volume is to be as follows:

- (a) Part 1 - Cost Tables VII.1 through 11; and,
- (b) Part 2 - Cost Tables VII.12 through 14.

Volume IV - Completed Contract

This volume must contain a completed contract with all blanks filled in, **except for cost.** Submission of a contract with CalPERS unapproved modifications may cause the Final Proposal to be deemed non-responsive response.